

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, PPS

DATE: 6 December 1956

FROM : Chief, LAS

SUBJECT: Weekly Activities Report #49

## A. SIGNIFICANT ITEMS

None to report.

## B. OTHER ACTIVITIES

1. [ ] will receive on Friday a delegation from the State Department that desires to explore ways in which State, especially R, may take fuller advantage of our area program. We were informed that this desire developed from reports of former students on the fine quality of the area training.

2. ORR has requested that we consider developing a course dealing with the Chinese language reform. We are considering a series of lectures with discussions directed by [ ]

3. [ ] talked at Mr. Garrison's last staff meeting on language training and discussed LO problems.

4. After meeting with interested officials within ORR, [ ] has modified the planned schedule of the course on Handling Quantitative with these developments:

a. ORR Division Chiefs have agreed to extending Tuesday sessions to 2½ hours. Effective with the first week in December, classes now meet for 4 hours weekly instead of 3.

b. [ ], ORR, have agreed to participate in instruction.

c. Action has been suspended with regard to initiating an internal course at the advanced level.

d. A second running of the elementary phase will begin prior to conclusion of the first course.

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25X1 6. A further complication has arisen in LAS efforts to schedule Americans Abroad training. [ ] who has replaced [ ] as Training Officer in TSS, has discussed with [ ] TSS requirements for this type of training. He feels that TSS needs are perhaps unique by reason of the large number of its staff who must be processed for the field on a crash basis. To meet the urgent need of such personnel for Americans Abroad training, [ ] proposes that he be supplied by LAS with suitable briefing material which he could use for indoctrinating them as necessary. He would also make such material available to dependents, most of whom do not now find it possible to attend Americans Abroad classes. 25X1 [ ] advised that LAS plans eventually to prepare printed basic material for partial indoctrination on a few key countries, but that the most valuable portions of the briefings now being supplied in the Americans Abroad courses are very current and impressionistic material which can only be given orally by recent returnees. 25X1

25X1 7. The Area Training Coordinating committee, which now meets at six-week intervals has approved a major revision of the Training Evaluation Report Form adopted a year ago for use in the survey courses. Students will be evaluated on their knowledge of fact and use of judgment concerning a country or region, and ample space will be provided for the instructor's comments on personal factors relating to the students' performance. The pros and cons of the present practice of admitting auditors to the survey courses were also discussed, but a close division of sentiment on continuance of this practice led to a recommendation by the committee that [ ] discuss some of the practical problems with C/LAS.

25X1 8. [ ] completed on 30 November, according to schedule agreed upon with [ ], draft of substance of regulation on the Foreign Language Development Program, and the draft was approved by all but the DDP member of the Committee on 4 December. [ ] also prepared and sent to [ ] on 5 December, draft of a Notice giving details on the Awards Program. Formal draft of the Regulation, which it had been agreed would be prepared by [ ] and the Regulations Control Staff, was discussed and informally endorsed by all members of the Committee except the DDP member ( [ ], although absent, later telephoned his approval) at a meeting on 6 December, attended also by Baird, [ ] 25X1

25X1 9. The course in Basic Spoken [ ] scheduled to be given by [ ] half-time from 7 January to 29 March 1957 will probably have to be cancelled for lack of candidates though components of the Agency, ORR, OCR, and WE, had stated last spring that each had one requirement for basic [ ] but now report that none exists at present for a course of the proposed (standard) length. 25X1 [ ] have likewise canvassed the DDS and DDI Training Officers without result.

25X1 10. [ ] are scheduled for appointment on Monday with Mr. Knox of Reed Research, to discuss some new ideas in the field of tape recorders for language training purposes.

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11. The first of a series of informal meetings on language teaching problems and techniques for both staff and contract employees of LAS was held on Friday. The purpose of these meetings is to provide opportunities for discussion of the exchange of ideas and to further working relationships among the various staff and contract instructors.

25X1 12. The [ ] test was given on 28 November for one person. Mr. [ ] of SE served as native speaker on the oral panel.

25X1 13. The [ ] test was given on 29 November for one person by special request of FI Personnel. [ ] served on the oral panel.

25X1 14. [ ] conferred with [ ] of A&E Staff on the evaluation of the [ ] test results. The test papers were turned over to them for processing.

25X1 15. [ ] worked on the incentive awards program, established definitions of levels of proficiency and amounts of awards.

25X1 16. On a number of occasions this fall there have been special requests for a test in [ ]. At [ ] request, [ ] composed a translation test consisting of five passages of [ ] graded in difficulty. This test has been successfully used.

17. The staff and facilities of the part-time East European language instruction were moved from R&S Building to Wing "J" Quarters Eye. Mailing address is now 1906 Quarters Eye.

25X1 18. Current enrollment in internal language training programs is [ ] in self-study and [ ] in classes. During the past week, the language laboratory was used for a total of [ ] hours by [ ] students.

25X1 19. [ ] is on sick leave for an indefinite period. He is undergoing observation and treatment at Walter Reed for an injured knee, and may need to have an operation. [ ] is keeping in touch.

25X1 20. After about two years with LAS, [ ] has resigned from CIA and returned to St. Louis. [ ] has been a splendid employee and has done a fine job of handling "the public" and organizing records during a period of increasing activity.

25X1 21. [ ] is in the Admin Procedures course. At present, there are two girls in our front office to deal with the public, maintain all training records kept by this office, control book circulation and provide all typing services for the language and area instructors of the Western faculty. In addition, [ ] pops back and forth between the front office and the lab to provide lab supervision, answer telephones, assist students, etc., when [ ] needs to be away.